

CONFIDENTIAL

OFFICE OF TRAINING

NOTICE
NO. 24-54

20 September 1954

SUBJECT: Use of Telephones

REFERENCE: Memorandum dated 26 August 1954 from Acting Deputy
Director (Administration)

1. Referenced memorandum stated in part as follows:

"1. Analysis and studies of Agency telephone invoices reveal that personnel are not following the telephone procedures set forth on the front inside cover of the Agency Telephone Directory. Some of the discrepancies are:

"a. Personnel are dialing "9", then the number desired, instead of the Government dial code for calls to other agencies.

"b. Indications are that official telephones are being used for personal calls not of an emergency nature. This assumption is predicated on the fact that the Agency is billed for an extremely large number of local calls.

"c. Suburban toll and long distance calls are being placed directly, thus by-passing the Agency switchboard and resulting in the Agency paying for unrecorded and unverified calls."

2. All personnel of the Office of Training are requested to cooperate in observing the telephone procedures set forth in the Agency's Telephone Directory. Particular emphasis should be placed on reducing the number of local calls.

FOR THE DIRECTOR OF TRAINING:



Executive Office, OTR

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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